



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
1510 GILBERT ST.
NORFOLK, VA 23511-2737

COMNAVREGMIDLANTINST 1710.12A

PMSS-PM1

AUG 20 2004

COMNAVREG MIDLANT INSTRUCTION 1710.12A

Subj: MID-ATLANTIC REGION MORALE, WELFARE AND RECREATION
STANDARD OPERATING PROCEDURES FOR RECREATION VEHICLE
PARKS

Ref: (a) BUPERSINST 1710.11C
(b) COMNAVREGMIDLANTINST 1754.2

1. Purpose. To establish and promulgate rules and regulations governing the operation of Recreation Vehicle (RV) Parks in the Mid-Atlantic Region.
2. Background. Recreation Vehicle Parks are located at Naval Air Station Oceana, Dam Neck Annex; Naval Weapons Station Yorktown and Cheatham Annex; Naval Support Activity (NAVSUPACT), Norfolk, Northwest Annex and Naval Amphibious Base, Little Creek. Each RV Park provides opportunities for overnight stay by personnel in recreation vehicles and/or tents. Facilities provide a parking pad, water, electricity, and an opportunity for RV sewage disposal.
3. Cancellation. COMNAVREGMIDLANTINST 1710.12
4. Eligibility. Active duty, reservist, retired military personnel and their family members, and others identified in reference (a) are authorized patrons. Department of Defense civilian employees are authorized to use the RV Parks per reference (b) and local site standard operating procedures.
5. Reservations and Length of Stay. The RV Parks are open year round, with the exception of NAVSUPACT Norfolk, Northwest Annex, which is open from 1 April through 30 September, for the recreational use of patrons and are not intended for "homesteading." Advance reservations may be made for stays up to 60 days subject to local Morale, Welfare and Recreation (MWR) site standard operating procedures. Requests for stays in excess of 60 consecutive days must be submitted in writing to the Installation Commander via the MWR Site Director.

COMNAVREGMIDLANTINST 1710.12A
AUG 20 2004

Without written approval for an extended stay, the camper must vacate the RV Park for a minimum of 14 days before returning.

6. Responsibilities. The local MWR Site Director is responsible for enforcing these rules/regulations and enforcing local standard operating procedures for the daily operation and control of the local RV parks. Points of contact are:

MWR Site Manager, NAS Oceana, Dam Neck Annex
875 D Avenue, Bldg. 529
Virginia Beach, VA 23460-5120
(757) 433-2560

MWR Site Manager, Naval Weapons Station Yorktown
P. O. Box 32
Lackey, VA 23694-0032
(757) 887-7256

MWR Site Manager, Fleet and Industrial Supply Center,
Cheatham Annex
108 Sands Avenue
Williamsburg, VA 23185
(757) 887-7101

MWR Site Manager, Naval Support Activity, Norfolk,
Northwest Annex
2355 Olympic Blvd, Bldg. 269
Chesapeake, VA 23322-4036
(757) 421-8265

MWR Site Manager, Naval Amphibious Base Little Creek
1432 Hewitt Drive
Norfolk, VA 23521
(757) 462-7540

7. RV Park Regulations

a. Campers must register and pay their fees in advance before taking possession of an RV site. Campers shall use the RV site assigned to them only and display their reservation form in plain sight so the camp host and others know the site is occupied.

AUG 20 2004

The sponsor is responsible for and must remain with their guests at all times when occupying a site.

b. Each site is limited to the use of one RV or tent (any additional tents or campers at the site must be approved by local campground management). No overnight sleeping in automobiles is authorized unless the vehicle is equipped by the manufacturer for such purpose.

Speed limit in RV Park areas is five mph. Dirt bikes, go-carts, all terrain vehicles, or vehicles with loud mufflers shall not be ridden in the park.

c. Pets must be on a leash at all times and are not permitted in buildings. The owner is responsible for cleaning up after their pets. Vicious or aggressive pets are not allowed in the park. If pets are not controlled, campers will be asked to vacate the park.

d. Quiet hours shall be observed from 2200 to 0900. Campers are asked to have all radios, televisions, pets, and conversations at low volume during these hours.

e. At all times, family members under the age of 14 years shall be closely supervised by an adult sponsor or be at least 18 years of age.

f. Attaching lines to trees or stringing lines in the RV Park is prohibited. Permanent or semi-permanent structures shall not be erected.

g. Fires are permitted in grills for cooking only. No open fires are permitted except in community fire rings (if provided). Only down wood can be used in fire rings.

h. In the event of a severe weather alert, patrons will be required to vacate the RV Park with their vehicles and belongings, and the park will be secured. For safety purposes, no one will be allowed to remain in the park during severe weather conditions.

COMNAVREGMIDLANTINST 1710.12A
AUG 20 2004

i. Campers leaving the RV Park for more than 24 hours (an extended day trip or overnight stay) must leave the name and phone number of a person allowed to move their camper in the event of severe weather.

j. Check-out on day of departure is 1200. Refunds will not be granted for early departure.

k. Campers shall keep their campsite clean and free of trash and debris at all times. Campers using the common buildings and facilities shall clean their area and remove trash immediately after use.

l. Commercial activity and/or solicitation is prohibited in the RV Park.

m. Use of the RV Park and its facilities is restricted to registered patrons and their guests. Use of the park sanitation dump by non-campers requires a fee.

n. All personal firearms and other weapons must be checked at the gate by Base Security and registered with the Base Armory.

o. Each RV Park has safety regulations unique to its location. Patrons should check with MWR and /or Security before venturing into the woods, wetlands, and sand dunes. Vegetation shall not be disturbed and trees shall not be cut.

p. All RV Park patrons agree that the U.S. Government and its employees, shall be released and not held responsible for any claims or liabilities arising out of the use of the RV Park by themselves or any of their guests for damage of, or to, any persons or property arising out of, or in the course of, their stay caused by the negligence of other users. Any damage to government facilities and property caused by the patron, beyond the limits of normal use, is the responsibility of the patron and could result in pecuniary liability to the patron.



M. A. COLLINS
By direction

Distribution: (www.cnrma.navy.mil)
List II
All Regional MWR Departments